

For more information call the LRS Regional Office nearest your home or visit our website at: www.dss.state.la.us.

REGION 1

New Orleans Regional Office
3500 Canal Street, 2nd Floor
New Orleans, LA 70119-6019
(504) 483-4709 (V/TDD)
1-800-737-2963 (In State)

REGION 2

Baton Rouge Regional Office
3651 Cedarcrest Avenue
Baton Rouge, LA 70816-4010
(225) 295-8900 (V/TDD)
1-800-737-2959 (In State)

REGION 3

Houma Regional Office
1198 Barrow Street
Houma, LA 70360-5693
(985) 857-3652 (V/TDD)
1-800-520-0584 (In State)

REGION 4

Lafayette Regional Office
Brandywine VI, Suite 350
825 Kaliste Saloom Road
Lafayette, LA 70508-4258
(337) 262-5353 (V/TDD)
1-800-520-0587 (In State)

REGION 5

Lake Charles Regional Office
3616 Kirkman Street
Lake Charles, LA 70607-3006
(337) 475-8038 (V/TDD)
1-800-520-0589 (In State)

REGION 6

Alexandria Regional Office
900 Murray Street, Room H-100
Alexandria, LA 71301-7699
(318) 487-5335 (V/TDD)
1-800-520-0578 (In State)

REGION 7

Shreveport Regional Office
1525 Fairfield, Suite 708
Shreveport, LA 71101-4303
(318) 676-7155 (V/TDD)
1-800-737-2966 (In State)

REGION 8

Monroe Regional Office
State Office Bldg., Room 311
122 St. John Street
Monroe, LA 71201-7386
(318) 362-3232 (V/TDD)
1-800-737-2973 (In State)

Louisiana Rehabilitation Services

A GUIDE For Developing Your Individualized Plan for Employment IPE



VOCATIONAL REHABILITATION PROGRAM

What is an IPE?

The Individualized Plan for Employment (IPE) is the plan developed to help you reach the agreed upon work goal. It is the road map to your vocational rehabilitation.

Who can have an IPE?

You may have an IPE if:

- ◆ You have been found eligible for LRS services, and
- ◆ You have been placed in an Order of Selection Group being served; and
- ◆ You want to work.

Who can help me set up my IPE?

You have three general options:

1. A Vocational Rehabilitation Counselor, a trained professional in vocational rehabilitation, can work with you to develop all or parts of your IPE. With your input, the counselor will prepare the IPE for you to sign.
2. You may develop your own IPE with help from:
 - ◆ A relative or friend
 - ◆ An organization or agency that helps people with disabilities: i.e. Independent Living Centers, Office of Citizens with Developmental Disabilities, Office of Mental Health
 - ◆ One-Stop Employment Centers
 - ◆ A school teacher or school counselor
 - ◆ The Client Assistance Program - Advocacy Center
3. You can develop on your own IPE.

(On page 5 of this brochure you will find a checklist that can help you make this choice.)

How is an IPE developed?

When developing the IPE you should consider how your disability affects your ability to work, the type of job you are interested in, your ability to do the job, your previous work history, and the services you will need to prepare you for the job you want.

This information is then written on a Vocational Rehabilitation form, called the IPE or the RS-5. Your counselor will review and determine if the IPE is complete, will approve and sign the form, and will get all other agency approval(s).

NOTES:

Counselor's Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Use this chart to record office meetings and/or phone contacts with your Counselor.

DATE	OFFICE MEETING	PHONE	INFORMATION REQUESTED

What information needs to be on the IPE?

Employment Goal: This should be a job that you are interested in doing and that you will be able to do when your plan is completed. It will take into account such things as your abilities, interests and goal. Your VR counselor can help you look for/decide on an employment goal that is right for you.

Progress: Outline of how progress towards your goal will be evaluated.

Services: List of services that you will require to reach your goal.

Vendors: Who will provide and pay for the services you need to go to work.

What kind of services can LRS provide?

The VR program will provide services that are required for you to reach your goal. Basic services provided to you at no cost are:

- Assessment (Medical & Vocational)
- Vocational Guidance and Career Counseling
- Job Placement

Will I have to pay for any services?

You may be asked to contribute to the cost of some services. Examples of some services that you may be asked to pay for are as follows:

- Tuition for training
- Equipment and tools to do a job
- Books and Supplies
- Transportation

If the services are based on your income, you will need to provide financial information to LRS. Your VR counselor will help you determine what information is needed.

Can I change my IPE after it is approved?

Yes, but you must get approval from your VR counselor before you make any changes and an “amended” IPE must be developed. Your VR counselor will review your request, and let you know if the changes are approved. It is very important that you tell your VR counselor as soon as possible about any changes that might affect your plan. You and your counselor will review and update your plan at least once a year.

What happens if my IPE is not approved?

If your IPE is not approved, discuss your concerns with your counselor and/or his/her supervisor. This is the fastest and simplest way of resolving any difficulties.

If your IPE is not approved, you also have a right to appeal the decision. The letter you get advising you that your IPE has not been approved will contain the reason it was not approved, will explain your rights, and tell you what you need to do to request an Administrative Review or a Fair Hearing. The Client Assistance Program (CAP) is an independent program that can give you advice, advocacy and/or assistance on your appeal. You can call CAP toll free: 1-800-960-7705.

What happens if I don't reach my employment goal?

If you cannot reach your goal, your VR counselor will work with you to identify the reasons why and determine the next appropriate steps. If necessary, a new IPE with a new work goal may be developed. This new IPE must be approved by your counselor and any additional Agency required approval(s).

Is there other information that may help me?

This brochure has a checklist to help identify where you may need additional assistance or support. It breaks the IPE into things you will need to know or be able to do. As you read each item, simply check "yes" or "no". You may want to share the results of this checklist with your VR Counselor. If you need help in completing this checklist, your counselor can assist you.

VR counselors know about the technical aspects of the IPE, and can provide you with information about training and the world of work. Your counselor can also assist you with the VR policies and procedures that you will need to consider for your IPE. Your counselor can also give you names of other individuals or organizations that can help you decide what type of services you will need.



Checklist to assist you in deciding where you might need help.			I will need help:	
EMPLOYMENT GOAL	Yes	No	Yes	No
I have an employment goal.				
I know when I would like to begin work.				
I know the job duties that are usually needed for this work.				
I know my abilities and interests to reach my goal.				
I know if I will need special support because of my disability (for example sign language interpreter, work site modification, job coach).				
I know the job market and employment outlook for my goal.				
I know what skills I have based on my work and educational history.				
STEPS TO REACH MY EMPLOYMENT GOAL				
I know the action or steps I need to take to reach my employment goal.				
I know how to determine whether I have reached each skill or step.				
I have concerns in my life that may keep me from reaching my goal (for instance money, child care, transportation).				
SERVICES				
I know what services I will need to reach my goal (for instance counseling; training; home, work or vehicle modification; special support services).				
I know who will be able to provide the services I need.				
I know how much each of these services will cost.				
I know about other benefits I have or can apply for to help pay for the services.				
I have developed a business plan if I am seeking self-employment.				